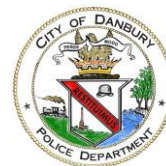


IMPORTANT UPDATE REGARDING CIVILIAN FINGERPRINTING:

August 2021

Fingerprint Process: The State of Connecticut has recently changed its fingerprint process. The new fingerprinting portal for CCHRS (Connecticut Criminal History Request System) is now up and running. **You must pre-enroll prior to being fingerprinted.** A working email address and valid credit card are required in order to pre-register.



Please follow the process below regarding fingerprinting for pistol permits:

1. Go to the following website: <https://ct.flexcheck.us.idemia.io/cchrspreenroll/>
2. Fill in Service Code using the proper code: **For a pistol permit application, use the code 211D-965C.** This code is specific to the City of Danbury, and should be used by Danbury applicants only. If you are being fingerprinted for a different reason, please use the proper code from the attached list on the next page.
3. Click "Submit Service Code". Once you submit the code, you will be asked to verify the code. This code is specific to the reason you are being fingerprinted and is specific to our department. If the screen does not show this information, then you have to try again to ensure that you put in the proper code.
4. Complete the pre-enrollment information fields. Mandatory fields are in bold and are highlighted in blue. You won't be able to submit if you forget to complete a mandatory field. Once complete, click "Submit Pre-Enrollment".
5. After completing the pre-enrollment steps, a confirmation screen will appear indicating the charge for pre-enrolling. For example, a pistol permit requires a \$88.25 payment. Click "Continue" to be taken to a secure checkout area. You will then have to complete the payment by using a MasterCard or Visa credit card. You may, however, not be charged depending on the reason you are being fingerprinted. You will simply get a confirmation page with a tracking number and bar code.
6. Once payment (if required) is complete, you will receive a PDF with an Applicant Tracking Number. This page will also be emailed to the email you provided. Please print and bring this Application Tracking Number to the Danbury PD so Biometric Identification Services (BIS) can complete the fingerprinting process. (Note that with this bar code, you can be fingerprinted by any agency that offers printing services)
7. When you turn your fingerprints in to either a police department or another agency, you must provide the printout containing your applicant tracking number and bar code, as well as the "FBI Privacy Act Statement" form and the "Noncriminal Justice Applicant's Privacy Rights" form. These forms are attached below.

As a reminder, you may be printed by BIS at Danbury PD every Tuesday and Thursday from 10 AM to 2 PM- no appointment is required. The fee of \$25 will still need to be collected by BIS in the form of cash, money order, bank check or business check – they do NOT accept personal checks or credit cards. The rest of the fees will be paid through the pre-enrollment system.